Aesop Absentee Report / Reconcile to ELTS Absences

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Go to reports, Absence, Absentee Report.

Select the date range and your school site and uncheck vacancies. You can sort by Date or Employee then select Search.

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The report will show all employees absences for the site selected and the date range selected. You should then run a report from ELTS for the same date range to verify all absences are in both systems. If you find an absence in Aesop that is not in ELTS, you must manually input the absence into ELTS to balance to the Aesop reports.

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